



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, D.C. 20240

JUL 6 2004

PEP - ENVIRONMENTAL STATEMENT MEMORANDUM NO. ESM04-2

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director *Willie R. Taylor*
Office of Environmental Policy and Compliance

Subject: Guidance for Preparing a Decision Memorandum when Performing Emergency Stabilization following Wildland Fires

The requirements in this Environmental Statement Memorandum (ESM) are being issued under the authority provided to the Office of Environmental Policy and Compliance (OEPC) by 381 Departmental Manual (DM) 4.5B, to convey instructions and guidance through its Environmental Memoranda Series, and by 516 DM 6.2, which authorizes OEPC to provide advice and assistance to the Department on matters pertaining to environmental quality and for overseeing and coordinating the Department's compliance with the National Environmental Policy Act (NEPA), the Counsel on Environmental Quality (CEQ) regulations, and 516 DM 4.24, which authorizes OEPC to provide further guidance concerning NEPA. This memorandum supplements 516 DM 5.8 for emergency stabilization activities that do not have significant environmental impacts.

When conducting emergency stabilization activities that do not have significant environmental impacts, bureau field managers must prepare a decision memorandum containing the elements of the attached template to fulfill the consultation requirement with OEPC contained in 516 DM 5.8. Bureau checklists or other existing documentation may be used in conjunction with this template. However, any changes from the attached template must be approved by this office.

Attachment

**Template for Use in Preparing a Decision Memorandum
to
Support Emergency Stabilization Activities Having no Significant
Environmental Impact, 516 DM 5.8**

Decision Memorandum to Support Emergency Stabilization Activities for:

Project Name

U.S. Department of the Interior
Bureau Name
Bureau Field Station (State Office, Regional Office, etc.)
County, State

Purpose and Need for the Action

[Provide a description of the purpose and need and provide any pertinent facts such as: applicable legal land description, statutory citations, and other agency involvements.]

Plan Conformance

[State that the Proposed Action is consistent with any land and resource management plans as required by appropriate Federal, State, or local statutes having a bearing on the decision.] [State that the Proposed Action was designed in conformance with all bureau standards and incorporates appropriate guidelines for specific required and desired conditions relevant to project activities.] [insert findings for other applicable laws.]

Compliance with the National Environmental Policy Act

[State that the Proposed Action is an emergency action not having significant environmental impacts in accordance with 516 DM 5.8.] [insert any reasons.]

I considered [insert any pertinent situations that were brought up during the design of the activities to explain why there is no potential for significant impacts]. [State that the emergency stabilization action is appropriate in this situation because there are no significant impacts and that the action is funded as an emergency stabilization project under the

Decision and Rationale on Action

I have decided to implement [insert description of actions, including mitigation measures and reference any maps and drawings]. In addition, I have reviewed the plan conformance statement

and have determined that the proposed action is in conformance with the approved land use plan and that no further environmental analysis is required.

Implementation Date

This project will be implemented on or after [insert implementation date and identify any conditions related to implementation].

[Insert deciding official's name]

Date

[Insert deciding official's title]

Administrative Review or Appeal Opportunities

[State whether the decision is or is not subject to administrative appeal. If it is subject to appeal, provide the citation of the appeal rules and provide appeal information.]

Contact Person

For additional information concerning this decision, contact [insert contact name, title, office name, mailing address, email address, and phone number].

Note: This attachment may be updated as necessary without re-issuing the entire ESM.
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